



March 25, 2011

To Whom it May Concern:

The following is a User Guide to be utilized in conjunction with the completion of the 2011 Summer Title I, Part C Migrant Education Program (MEP) grant application provided to you by the Indiana Department of Education, Office of English Learning and Migrant Education (OEL&ME). The Migrant Education Program's purpose is to address the special educational needs of migratory children and to better enable migratory children to succeed academically. MEP funds are used to develop and implement supplemental educational and support services to assist migratory children. A school will be eligible to apply for Title I, Part C funding if they have a minimum of **one** migrant student. The per-pupil amount for the 2011 Summer MEP is \$2,392.34. Funding for a school corporation will be based off of their migrant student summer count from the 2010 Summer MEP. If your corporation did not previously have a Summer MEP, please contact Angela Mello at [amello@doe.in.gov](mailto:amello@doe.in.gov) or 317-232-0555. The due date for this year's 2011 Summer MEP grant application is **Friday, May 6, 2011**. Late applications will not be accepted.

School corporations must first use their funding to support the unique needs of students that have been identified as Priority for Service (PFS). A student is considered PFS if 1) the student has had a school interruption AND 2) the student is at-risk of failing to meet state standards. In order to determine PFS for each student, school corporations will be responsible for filling out a PFS form that determines if the student has had a school interruption and if they are at-risk of failing to meet state standards. The PFS form will be completed for each student on the Migrant Information & Data Access System (MIDAS) within **one week** of the student enrolling in the Summer MEP. IDOE Migrant Specialists will then verify and approve the PFS forms. After approval, school corporations will be able to receive additional funding on top of the per-pupil amount for every student that has been identified as PFS. The additional amount that school corporations will receive for each student identified as PFS is \$2,392.34

There are many new additions that were made to the 2011 Summer Title I, Part C application. This user guide will explain changes and expectations for completion of the grant application. The grant application has been broken down into several categories for completion. They are the following:

- I. General Information
- II. Assurances
- III. Program Information
- IV. School Information
- V. Program Goals
- VI. Program Narratives
- VII. Integration and Coordination of Services
- VIII. Budget Detail
- IX. Personnel Summary

Any corporation intending to apply for a 2011 Summer Title I, Part C grant must complete all sections in its entirety. The information following this letter is broken down by section and will outline and provide guidance on specific items that we wish to provide more clarification on. If you have any questions regarding the 2011 Summer MEP, please feel free to contact the Office of English Learning and Migrant Education at 317-232-0555.

Sincerely,

Alyson Luther, Director, Title I, Part C

**The following user guide is intended to provide information that will be helpful to you as you complete each section of the 2011 Summer Title I, C grant application. Please contact the OEL&ME if you have any questions at 317-232-0555.**

## **I. General Information**

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- Please make sure that all contact information has been filled out in its entirety
- Amount of Funds Requested: You will receive a letter from OEL&ME indicating your corporation's funding allocation for the 2011 Summer MEP. The funding allocation was based off of your corporation's student count for the 2010 Summer MEP. Please put the amount you received in your letter in the section "Amount of Funds Requested."

## **II. Program Assurances**

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- Read all program assurances and check the box next to each assurance indicating your agreement. After, print the program assurance pages (pages 2 & 3) and have both the Superintendent and MEP Program Director sign and date. Send the original signed copy to Angela Mello, EL/MEP Specialist at 151 West Ohio St., Indianapolis, IN 46204. *Please mail only the assurance page, not the entire application.* Retain a copy for your records.

## **III. Program Information**

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- Individual or Consortium Application: Indicate whether your corporation will be applying for the 2011 Summer MEP grant as an individual corporation, or whether you will be forming a consortium with other member school districts. If forming a consortium, fill out the second box indicating participating school corporations, school corporation number, program administrator/contact, and who the fiscal agent is.
- Program Start and End Dates: Indicate the start and end dates for both your staff and students. Additionally, indicate the total number of day's staff and students will be present (*Note: All Summer programs require a minimum of 20 days*).

## **IV. School Information**

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- Individual school buildings participating in the summer Migrant Education Program: Please indicate any school in your corporation that will be participating in the 2011 Summer MEP. Additionally, include the grade levels being served at each school, the number of staff working at each school that are being funded through MEP, the projected number of students you expect at each school, and each schools' start and end time for the 2011 Summer MEP.

## **V. Program Goals**

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- Program goals will need to be completed for the following areas: Reading Achievement, Mathematics Achievement, School Readiness, and Graduation Rate. (*Note: Please only complete School Readiness goal if your program will serve pre-school and kindergarten migratory children*)
- Measureable Goal: All goals created must be measureable, meaning that data is able to be gathered to determine whether or not growth has occurred.

Example: 90% of students in grades 1-3 will gain a minimum of one reading level as measured by the Fountas and Pinnell assessment by the end of the 2011 Summer MEP

- Goals must reflect all grade clusters served. If your corporation is serving students K-12, you must have goals for all grade levels. Separate goals can be made for each grade cluster (e.g. K-2, 3-5- 6-8, 9-12)
- Data Used to Measure Students Academic Growth: In this box, please indicate the data that you will be using to measure the goal provided.

Example: Local screening and progress monitoring data, localized assessments, LAS Links Benchmarks, etc.

- How data will be collected and how results will be evaluated to determine changes in student instruction, services and/or placement: Indicate the person responsible for collecting the data after it has been administered and how the data will be used to inform student instruction.
- The checkbox under each goal section must be checked, ensuring that goals have been created that relate to all grade clusters served and are measureable.
- Goals created should drive the instruction of your MEP. It is important that all staff working for your MEP is aware of your goals. Please remember that at the end of the program you will report back on the success of your goals on the End of Project Performance Report (EPPR). You will be required to mark “yes” you achieved the goal or “no” you did not achieve the goal, based off of your measureable data.

## **VI. Program Narratives**

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- The program narratives have been split into three sections: Student Learning, Program Development, and Community Outreach.
- Student Learning: Please refer to your measureable goals to inform your narratives. Additionally, responses to narratives should be by grade cluster, detailed, and specific as possible.
- Program Development: In regards to parent involvement, please list activities that your corporation hosts for the Summer MEP only.
- Community Outreach: The OEL&ME strongly encourages that the LEA program coordinate with a minimum of three local services in the areas of Health/Social Services/Nutritional Organizations and Educational Organizations.

## **VII. Integration and Coordination of Services**

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- MEP funds must be used in conjunction with other state and federal funds if the students being served are eligible for other state or federal programs. Please ensure that the table explicitly details what services will be provided through other state and federal funds.

## **VIII. Budget Detail**

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- The Budget Detail has been split into several sections: Personnel, Instructional Supplies/Equipment, Support Services, Professional Development, and Other.
- Anything that your corporation is intending to use MEP funds for must be line itemed with a detailed description.

- **Personnel:** In the “Detailed Description” column, please list all applicable staff members’ names. If there are vacancies, please write “vacant” and include in the parentheses the number of vacant positions. In the “Proposed Amount” column, please indicate the total of all salaries in each category. *If you have a vacant position, please send job description that has been posted for this position.*

Example:

Item	Detailed Description <i>*please list any person who is counted in salary/fringe</i>	Proposed Amount Paid Through MEP Funds
Project Director Salary	Mary Wilson	\$(place total amount here)
Pre-K Teacher(s) Salary	Andrea Martin, Chad Miller, Dave Johnson, Elizabeth Segal, Vacant (2)	\$(place total amount here)

- **Instructional Supplies/Equipment:** All items that planned to be purchased must be line itemed. If quantities of an item are being purchased, the quantity must be indicated.

Example:

Item	Detailed description	Proposed Amount
Student backpacks (30)	Backpack including, 1 notebook, 3 pencils, 1 package markers, 3 pens, 5 folders	\$(place total amount here)

- **Support Services:** In the “Detailed Description” column please include the service, who will provide the service, location, etc.
- **Professional Development:** Professional development must be provided for Summer MEP staff that directly relates to migratory children and addresses the needs of migratory children that are limited English proficient (LEP) **and non-LEP**. Please list only professional development that will occur for the summer MEP.
- **Other:** Please list any additional funds that your MEP will use that do not fit in the above categories. Please ensure a detailed description is provided for any item listed in the “Other” category.
- **Total Amounts:** Please take the Total Amounts from each section (Personnel, Instructional Supplies/Equipment, Support Services, Professional Development and Other) and enter them into the table. Ensure that the amounts listed on this page match the amounts listed in the corresponding sections.

## IX: Personnel Summary

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- The Personnel Summary page is intended to list any person that is funded for the Summer MEP.
- The personnel listed in the “Personnel” table of Section VIII: Budget Detail should be the same staff listed in Section IX: Personnel Summary.
- For each staff member, list their name, position and grade(s), responsibilities, salary paid from MEP funds only/total salary including MEP, and fringe paid for MEP funds only/total fringe including MEP.

Example:

Staff Name	Position/ Grade	Responsibilities	Salary paid from MEP/ Total Salary including MEP	Fringe paid from MEP/ Total Fringe including MEP
Jane Smith	Teacher 2 <sup>nd</sup> /3 <sup>rd</sup>	Responsible for daily instruction of ten 2 <sup>nd</sup> and 3 <sup>rd</sup> graders	\$2,000.00/ \$2,500.00	\$500.00/ \$700.00

*Note: In “Salary paid from MEP/Total Salary including MEP” \$2,000.00 represents the amount that Jane Smith was paid through MEP funds. \$2,500.00 indicates Jane Smith’s total salary, including MEP funds, meaning that \$500.00 came from a different funding source.*

- If your corporation hosts a summer program that serves other students in addition to migrant students, please ensure that salaries and fringe are proportionate to the number of migrant students that staff members serve

### **Any Questions?**

**Please contact the Office of English Learning and Migrant Education at 317-232-0555**